# UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

No. 020 Job vacancy March 3, 2006

**OPEN TO:** All Colombian Citizens

**POSITION:** DEVELOPMENT ASSISTANCE SPECIALIST

(0011870H)

**OPENING DATE:** Friday March 3, 2006

CLOSING DATE: Friday March 24, 2006

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC-12 Col. Ps. \$109,545,393.00-

ColPs.\$180,749,901.oo

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this

advertisement.

#### TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 5:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <a href="http://bogota.usembassy.gov">http://bogota.usembassy.gov</a> under "Recursos Humanos-Vacante".

#### **SUBMIT APPLICATION TO:**

American Embassy c/o USAID Human Resources Section Carrera 45 No. 22 D-45 Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

## PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Development Assistance Specialist.

# **BASIC FUNCTION OF POSITION**

This position is located in the Agriculture and Alternative Development Office (AADO) and is member of the Strategic Objective 2 (SO 2), USAID/Colombia, Bogota. The primary purpose of this position is to serve as the activity manager for several of the office's activities, primarily the Agribusiness component under the Increased Investment for Sustainable Alternative Development (MIDAS) program and as Cognizant Technical Officer (CTO) for the Colombia Agribusiness Partnership Program (CAPP). The incumbent will also back-up other programs relevant to Areas for Municipal-level Alternative Development (ADAM) program. In addition, the position will play a key role, and assist the AADO Office Director and Deputy Director, in programming and monitoring the overall AADO budget and performing internal SO2 preparation financial analyses, includina the of reports USAID/Washington. The position will serve as a key FSN advisor to the Office Director, as well as to Mission management and other USG agency officials on alternative development, agri-business development, and policy issues related to agriculture and broad-based agri-business development and related economic growth in Colombia.

Travels to activity sites to observe progress, identify and/or solve problems.

## MAJOR DUTIES AND RESPONSIBILITIES:

A. Technical leadership in strategic planning, Program Development,

# Activity Design, Implementation and Oversight

- Serves as the activity manager for the agri-business component under MIDAS and backs-up the AADO Team for several of the alternative development activities, primarily the forestry and the SME components. Meets with implementing partner technical and administrative officials on matters of project administration and implementation. Reviews project proposals submitted by the grantees or contractors and others and recommends corrections and other actions.
- 2. Monitors SO2 project implementation progress under contracts, grants, sub-grants, cooperative agreements, etc., including deliverable requirements.
- 3. In coordination with the AADO Director, develops and sustains close collaborative, professional relationship with host government officials, implementing partners ,other major donors, international organizations, and other institutions.
- 4. Provides activity-specific input for the preparation of important reporting documents such as Quarterly Report and Annual Report for SO2. Prepares briefing documents for high-level visitors on status of program, including budgets, funding projections, implementation, and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents. Coordinates visits of Congressional Delegations (CODELs) to project areas. Also provides information on progress to the SO Team Leader and Mission Director in terms of key indicators and funds disbursed.
- 5. Networks with corporations and philanthropic organizations to build public/private alliances, where possible, and explores ways to leverage private funding to complement USAID's efforts to improve the quality of economic development efforts in Colombia.
- 6. Serves as a key advisor in developing Mission agri-business activities.
- 7. Represents the SO2 team to USAID stakeholders and development partners in a wide variety of events sponsored by USAID development partners, including conferences, workshops, donor subgroup meetings, and other relevant forums on agribusiness and market development. S/he ensures effective coordination of USAID-funded activities within the US Government as well as other donors and the Government of Colombia. These responsibilities require the incumbent to

demonstrate highly developed professional judgment and to provide technical direction and management oversight.

# B. Program/Project Management and Administration

The incumbent will perform the function of Cognizant Technical Officer (CTO) as designated by the Mission Contracting Officer for the management of contracts and grants. The incumbent assists the SO2 Office Director and Deputy in managing relevant programs. Specific duties include:

- 1. Provides technical and advisory support to the AAD Office and SO2 Team to respond to AD-related issues, including responses to external inquiries and communications and the review of proposals. Develops concept papers and/or activity designs, as assigned. Prepares scopes of work (SOWs) for technical assistance (TA) related to the SO2 program. In addition, develops major portions of results packages. Establishes and maintains an extensive range of high level contacts with the GOC, other donors, and NGOs who work with the private sector and licit production activities. Meets with representatives of these entities to exchange information, coordinate efforts and to prepare documentation.
- 2. Drafts and assists with processing project-related documents such as action memoranda, USAID/Colombia reports, and public relations documents. Prepares progress reports on a scheduled basis, highlighting accomplishments as well as problem areas in need of attention. Initiates corrective action on routine matters and brings to the attention of the AADO Office Director issues of a complex nature requiring his/her decision or referral with recommendations to the Deputy Director or Mission Director.
- Performs analyses and evaluations and prepares input to the Mission Portfolio Review (MPR) for SO2, a responsibility that is closely associated with the incumbent's key role in budget preparation and analysis.
- 4. Liaises with the other SO Team members and offices (Controller, EXO and Program Office) in the Mission to ensure successful coordination and value-added to activity results. Works with mayors, governors, Ministry officials, and other relevant partners, as necessary to facilitate program implementation.
- 5. Ensures that activities achieve their intended results. S/he provides technical and organizational leadership on the design, implementation, monitoring, and evaluation of Intermediate Results (IR)-level activities.

S/he ensures that partners meet their benchmark requirements in accordance with USAID regulations.

- 6. Prepares all necessary internal program implementation documentation.
- 7. Manages financial matters related to program activities, such as providing administrative approval of vouchers, planning and preparing annual incremental funding amendments, and other financial administrative activities to ensure that fiscal needs of implementing partners and SO2 are met in a timely manner.
- 8. Provides back-up to the ADAM team, but also supports other Mission teams, as needed and as assigned by the AADO Office Director. Performs other duties as assigned.

# C. Program/Policy Analysis and Reporting

- 1. S/he ensures that all activities are appropriately documented in required reports and through regular updates given to USAID stakeholders and implementing partners, including the annual report, portfolio reviews, budget and pipeline analyses, briefs, and talking points. S/he reviews and approves annual work plans for assigned programs as submitted by implementing partners and negotiates program and activity agreements with counterparts in the Colombian government and civil society.
- 2. Ensures that indicators to measure program impact are tracked accurately and used to revise strategy as necessary. Coordinates with members of SO2 Team to ensure data submitted on activities are complete and consistent for reporting.
- 3. Advises the AADO Director and other team members of policy developments that are relevant to the program's implementation. Conducts consultations with stakeholders and tracks legislative or other policy developments in the area of agri-business and agriculture, in general. Collects, analyzes, and synthesizes information to inform and strategically guide program planning.

## REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

#### a. Education:

A Master's Degree in the field of Rural Development, Agriculture, Economics, Business Management, Business Administration, Public Policy, International Marketing, International Development, International Finance, or a related subject is required with strong technical emphasis or specialization in the areas of agriculture, agri-business management, agri-business development, or rural development.

# b. Prior Work Experience:

The incumbent is required to have 5 -7 years of progressively responsible experience in the design and management of agricultural or similar project activities involving international partners or implementers. Experience in development assistance or related work is required. Experience is required in the collection, analysis and presentation of information related to projects. Prior management experience in a position of similar complexity is required.

# d. Language Proficiency:

Fluency in English (level IV) and Spanish (level IV), both oral and written is required.

# e. Knowledge:

Must have a sound, experience-based, knowledge of agri-business development, policies and practices; must possess a thorough knowledge of the political, economic, and development realities of Colombia. Must have a thorough knowledge of host country socio-economic conditions, Colombian international laws, protocols, agreements pertaining to the international cooperation. Must be fully knowledgeable of project implementation, monitoring and management, and must have budgetary financial management experience.

### f. Abilities and Skills:

The incumbent must have a high degree of technical, analytical, and quantitative skills. Strong interpersonal and team work skills; proven ability to work independently with minimal supervision or guidance is required. Must have operational and management skills; computer skills; multi-tasking skills; and the ability to conceptualize both strategically and programmatically. Proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical reports. Ability to learn and explain USAID agribusiness and other development programs, objectives and procedures.

#### SELECTION CRITERIA

40 points: Demonstrated work experience in design and management of agricultural or similar projects involving international partners or implementers and development assistance.

35 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills. Demonstrated ability to analyze complex information and prepare succinct, professional quality analytical pieces and make oral presentations. Demonstrated thorough knowledge of agri-business related matters.

15 points: Evidence of strong English/Spanish writing and oral skills. Writing sample and budget analysis excercise will be required of individuals who reach interview stage.

10 points: Strong technical education background or specialization on agriculture, agri-business management, agri-business development or rural development.

### ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY MARCH 24, 2006 NOT LATER THAN 5:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.